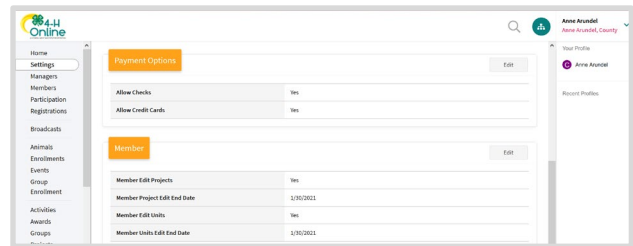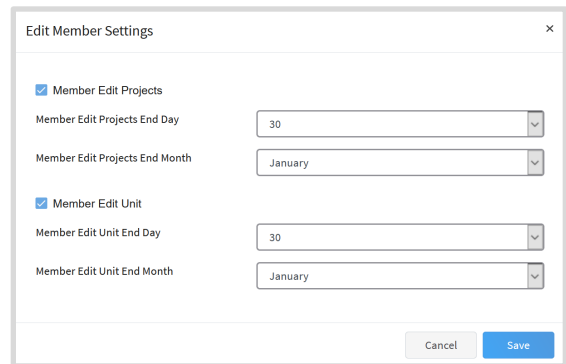# County Settings to Allow Families to Edit Clubs and Projects on Approved Enrollments

Before You Start

1. The System Manager will manage the request to turn on this feature for the state. There are separate settings for allowing Units/Clubs and Projects to be edited by the family after the enrollment has been approved. Check with your System Manager for your state's policy.
2. The Primary Hierarchy Admin for each County may set the County restrictions for families editing clubs and projects on approved enrollments.
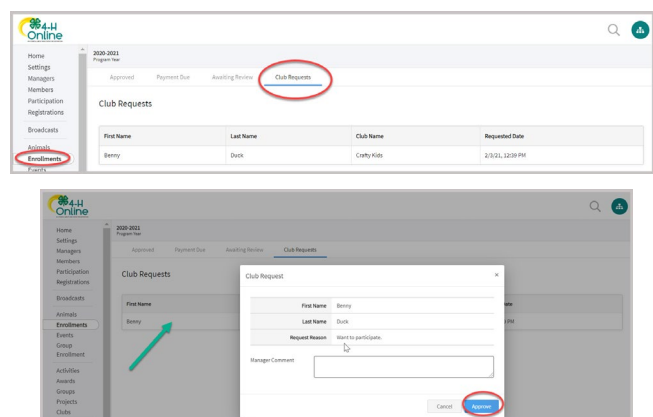
Steps

1. The Primary Hierarchy Admin for the county will login to their account.
2. Click on **Settings** in the navigation pane.
3. Scroll to the section titled **"Member".**
4. Click the **Edit** button.

5. Check the Box to turn on **Member Edit Projects**.
6. Set the member Edit Project End Day if different than the state deadline.
7. Set the Member Edit Projects End Month if different than the state deadline.
8. Check the Box to turn on **Member Edit Unit (Club).**
9. Set the Member Edit Unit End Day if different than the state deadline.
10. Set the Member Edit Unit End Month if different than the state deadline.
11. Click **Save**.

NOTE: Once a member submits a request to add additional club(s) to their enrollment, the request will appear for county managers to approve in the **Enrollment Tab – under Club Requests**. A County Manager will need to approve the club add.

12. Click on the **Enrollment Tab** on the left in the navigation pane
13. Click on **Cub Requests** heading

14. Click on the member's request
15. Click on **approve** to add the club to the member's enrollment

Important Tips

1. The County Settings remain turned off (members are not able to add clubs or projects to approved enrollments) until the Primary Hierarchy Admin enables the settings.
2. If the County turns on the options to allow Members to edit projects or clubs but does not set a date, the families will be restricted to the state deadline. *(Counties can determine their cut-off date. The state default is set to August 31st.)*
3. The County provided end day and month will override the date set by the state.
4. The end dates must be within the current program year.